

### 3.11 Young Adult Area, continued

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles. Avoid task lighting at the tables here to facilitate group use.

**Security:** Teens and preteens must feel safe and secure in this space. Clear sight lines to the Information Desk and to the main public path of travel will promote a sense of safety.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Electrical and data drops at each seat for laptop access.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

Technology equipment needed in this area will include:

Audio listening equipment, including compact disc playback unit, commercial grade, bolted to work surface

Video/DVD playback unit, compact, commercial grade, bolted to work surface

Headphones with disposable covers

Wireless LAN (WLAN) dual band access point (10/100 Mbps)

**Visual Supervision:** This space will be a primary gathering spot for teens and preteens in the afternoon and evening hours. It must be visible from the Information Desk and from the main public area circulation path to minimize inappropriate behavior within the space.

### 3.11 Young Adult Area, continued

#### Components:

	Quantity		SF/Item	SF Needed
seating, lounge chairs	2	seats	35	70
seating @ 4-place table, round	8	seats	22	176
multimedia listening/viewing station	2	units	32	64
shelving, 66" for YA fiction	4.5	sections	10.3	45
shelving, 66" for YA nonfiction	5.1	sections	10.3	53
shelving, 66", with built-in spinners for YA pbks	1.3	sections	10.3	14
shelving, 66", AV browsing, YA music CDs	0.5	section	10.3	6
shelving, 66" slanted for magazine display	1	section	10.3	10
wall-mounted display boards for posters, etc.			0	0
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				438

### 3.12 Career Center

460 sq. ft.

Lawndale's community needs assessment identified youth as a part of the service population with major library service needs. Many high school and middle school students in the community are at-risk – entry level employment opportunities are few, and illegal gang activity is an ongoing community concern. The County Library and the Centinela Valley Union High School District are collaborating on a joint use project to provide Lawndale youth with resources to improve their job-readiness skills, help them make informed decisions about higher education and prepare them for success in the workplace. These resources will include a collection of both reference and circulating books on careers and college selection, audio and video study guides, and magazines that explore career alternatives. The center will also offer computers that provide career and educational software as well as word processing software for resume preparation. The project will also sponsor job-readiness training and community service opportunities for high school students who volunteer at the library.

The Career Center will be located adjacent to the Young Adult Area for easy access by the target audience. Library staff will set up and maintain a changing display of new and high-interest materials as well as post announcements of programs and workshops on job-related topics. Library staff, Centinela Valley Union High School District staff, and volunteers recruited through the joint use project will assist the students.

**Occupancy:** 1 - 14

**Seating:** Two 4-place tables  
Two lounge chairs

**Adjacencies:** 3.4 Computers for Adults  
3.11 Young Adult Area

**Sight lines from:** 3.2 Information Desk

**Secondary Spatial Relationships:**

3.3 Reference Collection  
3.16 Technology Training Room

**Collections:** Resources in the Career Center will include a collection of both reference and circulating books on careers and college selection, audio and video study guides, and magazines that explore career alternatives.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 289 (67% of 432) volumes of career preparation material on 90" shelving, 6 shelves per section, 2 sections (assumes 8 volumes per linear foot)
- 150 (50% of 300) titles of AV career preparation/guidance material on 66" canted "universal" shelving, 5 shelves per section, 1 section (assumes 7 volumes per linear foot)
- 12 (100% of 12) titles of career preparation/guidance magazines on 66" slanted display shelving, 4 shelves per section, 1 section (assumes 1 title per linear foot)

### 3.12 Career Center, continued

**Acoustics:** This area will attract users on a regular basis. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile to give this area an acoustical buffer.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Clustered computer equipment will generate heat build-up in the area. Ensure that the space is zoned to mitigate for this condition.

**Flexibility/Expandability:** Allow for flexibility within the space to accommodate unusual seating, shelving, display and other features that will attract teenagers and respond to their needs.

**Fenestration:** Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles. Avoid task lighting at the tables here to facilitate group use.

**Security:** N/A

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

### 3.12 Career Center, continued

**Technology/Audiovisual/Power/Data:** Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Electrical and data drops at each seat for laptop access. This space should be within the facility's wireless network zone.

Technology equipment in this area will include: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse, and printers.

**Visual Supervision:** Visibility from the Information Desk

**Components:**

	Quantity		SF/Item	SF Needed
shelving, 90" for career prep books & AV	2	sections	10.3	21
shelving, 66" slanted for magazine display	1	section	10.3	10
shelving, 66" for AV career prep/guidance materials	1.4	sections	10.3	15
seating, lounge chairs	2	seats	35	70
seating @ 4-pl tables	8	seats	25	200
computers, sit-down workstations	4	wkstns	36	144
printers	4	prtrs	0	0
Total				460

### 3.13 Group Study Room

150 sq. ft.

The library needs space in which small groups, both students and the general public, can work collaboratively on projects. The Group Study Room needs to be acoustically separate and outfitted with a conference table, a lockable presentation board with white board, tack board and pull-down projection screen (Egan™ Smart Board or equivalent), voice/data and CATV drops, and a wall-mounted TV and combination video/DVD player. The space needs to accommodate up to six people. The room needs to be wired and cabled to allow laptop computer use.

The room should be visible from the main path of travel in the public space. It needs to be monitored from the Information Desk. At least one wall of the room needs to be glass enclosed for visibility.

This room should be visible and reasonably close to the Young Adult Area since teens will be some its heaviest users.

**Occupancy:** 2 - 6

**Sight lines from:** 3.2 Information Desk  
3.12 Career Center

**Secondary Spatial Relationships:**  
3.11 Young Adult Area

**Collections:** None

**Acoustics:** This room will be the designated location for small groups to work to provide an acoustically separate area in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in a room of this size.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** This room is intended to serve groups from two to six people.

**Fenestration:** Staff at the Information Desk must be able to monitor activity within this room. One entire wall of the room, at a minimum, needs to be glass enclosed for visibility from the general public space.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door

### 3.13 Group Study Room, continued

hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide the room with 40 – 50 foot-candles average, measured horizontally at desktop.

**Security:** Staff will control access to this space. Doors must be lockable.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A sign summarizing procedures for use of the room will be posted adjacent to the door.

**Technology/Audiovisual/Power/Data:** Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. This space should be within the facility's wireless network connectivity zone. Provide electrical and data drops within the room for laptop computer use.

Technology equipment installed in this room will include:  
Combination TV/video/DVD playback unit, wall-mounted  
Electrical, CATV and voice/data drops for laptop computer access  
Egan™ Smart Board

**Visual Supervision:** This space needs to be observable from the Information Desk and from the general public space.

#### Components:

	Quantity		SF/Item	SF Needed
seating @ 6-pl tables	6	seats	25	150
Egan™ Smart Board	1	board	0	0
TV/video/DVD player, wall-mounted	1	unit	0	0
Total				150

### 3.14 Conference Room

250 sq. ft.

This room will serve several purposes. It will support student groups that need to study together or work collaboratively on school projects, and provide space for tutoring sessions for either adults or children, space for community groups and library staff to hold meetings, and space for Career Center programming.

The room will include a conference table with ten chairs, a ceiling mounted projection screen and a wall-mounted TV and combination video/DVD player. Two whiteboards will be mounted on at least one wall and at least one wall will be glass, to allow visibility into the room. The room needs to be wired and cabled to allow laptop computer use. The space needs to be visible from the Information Desk.

**Occupancy:** 4 - 10

**Adjacencies:** Main path of travel

**Sight lines from:** 3.2 Information Desk

**Acoustics:** This room will be the designated location for small groups to work to provide an acoustically separate area in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in a room of this size.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** This room is intended to serve groups from four to ten people.

**Fenestration:** Staff at the Information Desk must be able to monitor activity within this room. One entire wall of the room, at a minimum, needs to be glass enclosed for visibility from the general public space.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide the room with 40 – 50 foot-candles average, measured horizontally at desktop.

**Security:** Staff will control access to this space. Doors must be lockable.



### 3.14 Conference Room, continued

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A sign summarizing procedures for use of the room will be posted adjacent to the door.

**Technology/Audiovisual/Power/Data:** Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Provide electrical and data drops within the room for laptop computer use.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

Technology equipment included here will include:

Combination TV/video/DVD playback unit, wall-mounted

Projection screen, ceiling mounted

Electrical, voice/data and CATV drops

Wireless LAN (WLAN) dual band access point (10/100 Mbps)

**Visual Supervision:** This space needs to be observable from the Information Desk.

#### Components:

	Quantity		SF/Item	SF Needed
conference table	10	seats	25	250
Whiteboards	2	boards	0	0
TV/video/DVD player, wall-mounted	1	unit	0	0
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				250

### 3.15 Copier Area

51 sq. ft.

This space will contain a photocopy machine for the public, a bulletin board, a work counter with a lockable storage cabinet below, and space to display tax forms.

This area needs to be visible from the main public path of travel and easy to find, somewhat separate for acoustical buffering but not an enclosed space. Adjacency is needed to the main path of travel within the adult area, line of sight from the public entrance, and proximity to the Information Desk so that staff may readily assist customers.

Floor covering in this space must be vinyl or other hard surface.

Library staff will also use this copy machine for work-related photocopying.

**Occupancy:** 1 - 3

**Adjacency:** Main path of travel

**Sight line to:** 1.1 Public Entrance/Lobby

**Secondary Spatial Relationships:**  
3.2 Information Desk

**Collections:** None

**Acoustics:** Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, to isolate noise generated by the copy machine and attendant equipment.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Consider separate venting of this area to ensure that heat and particulate exhaust from the equipment are vented directly to the exterior of the building rather than through intermediate public spaces.

**Flexibility/Expandability:** This space is not expected to require expansion over time.

**Fenestration:** N/A

**Finishes:** Provide hard floor covering rather than carpet in this area. Use corner guards to protect walls. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide 50 foot-candles average, measured at work counter height.

3.15 Copier Area, continued

**Security:** Maintain clear sight line from one of the service desks to prevent misuse or vandalism to library materials.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility.

**Technology/Audiovisual/Power/Data:** Provide dedicated electrical circuit for the photocopy machine.

**Visual Supervision:** See Security, above.

**Components:**

	Quantity		SF/Item	SF Needed
copy machine	1	machine	35	35
storage cabinet w work counter for small equipment (scissors, stapler, hole punch)	1	cabinet	16	16
Total				51

### 3.16 Technology Training Room

420 sq. ft.

This room will be a dedicated space in which to offer public access computer equipment both for technology training and for public access to word processing and other software applications. This space needs to be an enclosed room, equipped with ten sit-down computer workstations and printers, as well as one workstation for the instructor. The space should allow workstations to be arranged classroom style rather than around the room's perimeter, with whiteboard space along one wall.

It should also be acoustically isolated from other library activities when training is in session. The seating at each workstation should be generous enough to allow two people to sit side by side facing the monitors.

The space needs a supply cabinet and an area in which the trainer can stand, and needs to be cabled for PowerPoint™ presentations, live, interactive online demonstrations and distance learning classes. A projection screen and ceiling mounted data/video projector or an Egan Smart Board™ will be required. This space will be used for online training sessions presented as part of the Career Center joint use project that the County Library and the Centinela Valley Union High School District are co-sponsoring.

**Occupancy:** 4 - 21

**Adjacencies:** Main path of travel

**Sight lines from:** 3.2 Information Desk

**Secondary Spatial Relationships:**

3.4 Computers for Adults

3.12 Career Center

**Collections:** None

**Acoustics:** This space will be used for computer based training and workshops on a regular basis. It will also be used by individuals when workshops are not in progress. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space.

Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Ensure that the space is zoned to prevent heat build-up caused by constant computer use.

**Flexibility/Expandability:** N/A

**Fenestration:** Windows, either at eye level or clerestory, must be shaded to allow darkening of the room for audiovisual presentations.

### 3.16 Technology Training Room, continued

**Finishes:** The floor should be carpeted. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill onto the projection screen.

**Security:** Staff will control access to this room. Doors must be lockable.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and information sign indicating the entrance to the room is needed, ceiling-mounted or wall-mounted, in accordance with the design. All permanent signs required for access compliance are required.

**Technology/Audiovisual/Power/Data:** The room must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming, wireless communications connectivity, and interactive demonstrations of online and Internet resources. Provide standard, wall-mounted communication and power outlets along each perimeter wall as well as recessed, flush floor-mounted communication and power outlets, spaced to support the room's intended uses and occupancy levels.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

Technology equipment will include, but not be limited to, the following:

Public access computer workstations (sit-down), each including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

PC workstation and printer for instructor, including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

Video and still projection equipment, ceiling-mounted, for PowerPoint™ presentations and interactive online demonstrations, or an Egan™ Smart Board

Projection screen, ceiling-mounted

Telephone handset for instructor

Wireless LAN (WLAN) dual band access point (10/100 Mbps)

**Visual Supervision:** The library will make the space accessible to the public when training is not in session. The space therefore needs to be glass enclosed for visibility, from approximately 36" above the floor to ceiling height.

3.16 Technology Training Room, continued

**Components:**

	Quantity		SF/Item	SF Needed
computers, sit-down workstns and server	10	wkstns	36	360
Printers	10	prtrs	0	0
1 supply cabinet, 2-door	1	cabinet	20	20
instructor's desk, computer, printer and instruction space	1	desk	40	40
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				420

### 3.17 Friends of the Library Book Sale and Donations Sorting

100 sq. ft

The Friends of the Library will manage an ongoing book sale in the library's lobby. The book merchandise will be culled from book donations and will raise funds to support library services. The sale books will be displayed on a pair of attractively designed, retail-type book display units positioned in a highly visible location in the lobby. The space needs to be physically and visually separate from the library's collections so that book sale customers will recognize that this is not part of the library's collection.

Donations will also be dropped off here. An adjacent donation sorting and storage area is therefore needed within this space to provide the Friends volunteers with space in which they can unpack and sort incoming donations and prepare items for the sale display.

The book sale will be self-service. Customers will pay for their purchases at a wall-mounted coin-box in this space or at the Customer Service Desk. A wall-hung, tackable announcement board, approximately 4' w x 3' h, needs to be mounted adjacent to the shelving to allow the Friends to advertise upcoming events that they sponsor.

**Occupancy:** 1 - 4

**Adjacencies:** 1.1 Public Entrance/Lobby

**Sight lines to:** 2.2 Customer Service Desk

**Spatial Relationships:** The sale books will be located in the lobby in an attractive, retail-oriented, highly visible, open access location outside the theft security point. This space needs to be physically and visually separate from the library's collections so that potential customers will not only be drawn to the display but also not be confused that these are library books.

**Collections:** The book sale inventory will constantly fluctuate as new merchandise is placed on the display shelves to replace sold items. Some books and magazines will be displayed face-out, others spine-out.

**Acoustics:** N/A

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Shield book sale area from drafts entering building from public entrance doors.

**Flexibility/Expandability:** N/A

**Fenestration:** N/A

**Finishes:** Finishes should be durable and simple to enable the Friends to present an attractive, retail-like environment to customers. Use high quality, standard color paint from a major manufacturer. High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area.

### 3.17 Friends of the Library Book Sale and Donations Sorting, continued

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Sale shelves must be accessible in accordance with ADA requirements. Circulation space approaching and within the book sale area needs to be generous and open.

**Lighting:** Shelving: provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face. Provide accent downlighting to highlight displays.

**Security:** The book sale will use an honor system for payment. Customers will select items they wish to purchase and drop their payment into a cash box in the book sale area or present their payment at the Customer Service Desk.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A wall-mounted, tackable announcement board, approximately 4' w x 3' h, needs to be mounted adjacent to the shelving to allow the Friends to advertise upcoming events that they sponsor.

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted communication and power outlets to support telephone and electrical power. A computer workstation and telephone handset will be located within the space for use by Friends of the Library volunteers. This equipment will be secured when volunteers are not present.

**Visual Supervision:** The book sale area needs to be observable from the Customer Service Desk since the book sale will be self-service, with customers responsible for paying for the purchases at the Customer Service Desk.

#### Components:

	Quantity		SF/Item	SF Needed
shelving, 66" retail-type display for books on sale	1	gondola	50	50
announcement board for FOL activities, 4'w x 3'h	1	board	0	0
storage space for book donations				50
Total				100



#### 4.1 Children's Services Desk and Reference Books

62 sq. ft.

The Children's Services Desk will be the third staffed public service point in the library. It will be staffed during some, but not all, open hours and will be a pivotal point of contact between young children and their families and the library staff.

This space marks the entry point into the part of the library designed for children and their families. It should be visually distinct and welcoming to children of all ages and to their parents and families. The Children's staff at the desk need to be positioned to welcome visitors to the area. They also need to be able to survey as much of the public space as possible. Visibility between this desk and the Customer Service Desk is important.

The Children's Services Area generally needs acoustical separation from the main public space. This separation needs to be achieved while visibility from the main public space is preserved. The area should have an obvious identity of its own without being a separate room. A small collection of reference books for children will be shelved adjacent to the desk. The desk needs to be adjacent to the cluster of computers for children to enable the staff to respond quickly when children need help using the equipment.

The features and configuration of the Children's Services Desk need to comply with the specifications described in *Section II, General Design Considerations: Service desks* to ensure that the drawers, files, and other needed components are included. The desk will be equipped with one computer, one printer, one barcode reader, and one telephone.

**Occupancy:** 1 staff; 1 - 4 public

**Adjacencies:** 4.7 Computers for Children

**Sight lines to:** 2.2 Customer Service Desk  
All parts of Children's Services  
Especially important visibility to:  
4.3 Family Space/Parents Collection  
4.4 Children's Easy Books  
4.5 Storytelling and Programming Space  
4.10 Children's Spanish/International Languages Collection  
4.11 Family Restroom  
4.12 Homework Center

**Secondary Spatial Relationships:** None

**Collections:** A small collection of reference books for children will be shelved on 66" shelves adjacent to the desk.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

#### 4.1 Children's Services Desk and Reference Books, continued

- 100 (100% of 100) volumes of children's reference books on 66" shelving, 4 shelves per section, 1 section (assumes 7 volumes per linear foot)

**Acoustics:** Activity here will often be brisk, with incoming telephone inquiries and conversations between library staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Staff will spend many of their on-duty hours in this location. Ensure that air diffusers are oriented to avoid direct flow of air toward the desk.

**Flexibility/Expandability:** Computer equipment used at the desk will change and be upgraded over time. Work surfaces and cabinets must be designed to easily accept new equipment, with a minimum of raised edges or other divisions that will prevent installation of new equipment. The desk itself may be reconfigured over time. It should be designed simply, in modules that can be rearranged.

**Fenestration:** Ensure that direct daylight from exterior windows or clerestories does not strike the desk at any time or create glare on computer monitors. Utilize window screens or equivalent devices on windows, as needed, to shield the area from direct light.

**Finishes:** Desk finishes, at both countertop and public face, must be durable and graffiti resistant, easy to clean and maintain. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Desk counter must accommodate people in wheelchairs, both members of the public and staff. Counter heights must be within range allowed by ADA.

**Lighting:** Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screen and orientation, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

**Security:** N/A

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from

#### 4.1 Children's Services Desk and Reference Books, continued

the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communication and power outlets at each staff work station in the area. This space should be within the facility's wireless network zone.

Technology equipment in this space will include, but not be limited to, the following:

Online computer workstation at desk

Barcode reader

Printer on roll-out shelves

Telephone handset

Built-in CPU holder mounted under the work surface

**Visual Supervision:** Staff must be able to monitor the service counter from the space behind the counter.

#### Components:

	Quantity		SF/Item	SF Needed
staff desk, including queuing space	1	position	50	50
shelving, 66" for J reference books	1.2	sections	10.3	12
Total				62

## 4.2 Children's New Books and Magazines

94 sq. ft.

This space will be a compact display spot at the entrance to the Children's Services Area with retail shelving that highlights new children's books and current magazines. The display shelving needs to be attractively designed and highly visible to visitors as they enter the area.

Adjacent to the shelving, a freestanding display case and wall-mounted display boards are needed to provide a high-profile space for staff to mount attractive exhibits of children's art, crafts and similar eye-catching displays.

**Occupancy:** 2 - 6

**Sight lines from:** 4.1 Children's Services Desk

**Secondary Spatial Relationships:** None

### **Collections:**

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 250 (50% of 500) volumes of new and popular books for children on 66" 4' x 3' retail-type display shelving, 5 shelves per section, 2 sections (assumes 6.5 volumes per linear foot)
- 24 (100% of 24) titles of children's English language magazines on 66" slanted display shelving, 4 shelves per section, 2 sections (assumes 1 title per linear foot)

**Acoustics:** Family groups will gather here to browse for new books. The area should be designed to contain noise spillage as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** N/A

**Fenestration:** Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths

#### 4.2 Children's New Books and Magazines, continued

and all other physical elements within the facility must be ADA compliant. Use slanted shelves at lowest shelf heights.

**Lighting:** Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

**Security:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support future equipment moved here from another part of the library.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

**Visual Supervision:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

#### Components:

	Quantity		SF/item	SF Needed
shelving, 66" retail-type display for J new and popular bks	1.9	sections	25	48
shelving, 66" slanted for magazines	2	sections	10.3	21
display case, freestanding, for collectibles, dolls, etc.	1	case	25	25
wall-mounted display boards for posters, etc.			0	0
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				94

#### 4.3 Family Space/Parents Collection

191 sq. ft.

This space is intended to give parents and young children a comfortable seating area, close to the easy book collection, in which they can find books they can read and enjoy together. Books and other materials on parenting topics will also be shelved here for browsing by parents, child care providers and other adults who are responsible for the care of young children.

The space can also be used by adults who are waiting for children who are attending programs in the Storytelling and Programming Space.

Acoustical shielding of this space from the general public area should be considered since parents and children will be reading aloud and adult visitors may become engaged in conversations as they wait for their children.

**Occupancy:** 2 - 8

**Seating:** Two lounge chairs  
One 4-place toddler table, round

**Adjacencies:** 4.4 Children's Easy Books  
4.5 Storytelling and Programming Space

**Sight lines from:** 4.1 Children's Services Desk

**Secondary Spatial Relationships:** None

**Collections:** Books and other materials on parenting topics will be shelved here for browsing by parents, child care providers and other adults who are responsible for the care of young children.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 270 (75% of 360) volumes of books on parenting, education and related topics on 66" shelving, 5 shelves per section, 2 sections (assumes 8 volumes per linear foot)
- 12 (100% of 12) titles of parenting magazines on 66" slanted display shelving, 4 shelves per section, 1 section (assumes 1 title per linear foot)

**Acoustics:** Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area needs to contain noise spillage as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** This area is not expected to require additional space over time.

#### 4.3 Family Space/Parents Collection, continued

**Fenestration:** Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

**Security:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support future equipment moved here from another part of the library.

This space should be within the facility's wireless network connectivity zone.

**Visual Supervision:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

4.3 Family Space/Parents Collection, continued

**Components:**

	Quantity		SF/Item	SF Needed
seating, lounge chairs	2	seats	35	70
seating @ 4-pl tables, round for toddlers	4	seats	22	88
shelving, 66" for parents books	2.3	sections	10.3	23
shelving, 66" slanted for parents magazines	1	section	10.3	10
Total				191



#### 4.4 Children's Easy Books

704 sq. ft.

This space will be the focal point of service to young children - toddlers, preschoolers and younger elementary school age children as well as their parents and caregivers will flock to this area and its collection of picture books. It needs to be visible from the entrance to the Children's Services Area, child-friendly, safe, secure and acoustically separated from the rest of the library. Its layout needs to "contain" its visitors, preventing young children from wandering away unattended. There must be a clear line of sight into this space from the Children's Services Desk.

Seating should be dimensioned for young children, the tables 20" to 22" from the floor to the bottom of the table and chairs only 12" to 14" from the floor to the top of the chair seat. An open area within the space is needed to allow children and their parents to sit on the floor and read together. The adjacent family space will also serve this purpose. The Storytelling and Programming Space, also adjacent to the easy books, will provide an informal gathering point for children's programs and class visits.

This space needs a comfortable ambience in which families can enjoy finding and reading books together. Low, toddler tables as well as generously-sized lounge chairs will be located here so parents may sit and read with their young children.

**Occupancy:** 6 – 25 (after storytelling programs)

**Seating:** Two 4-place toddler tables, round  
Two lounge chairs

**Adjacencies:** 4.3 Family Space/Parents Collection  
4.5 Storytelling and Programming Space

**Sight lines from:** 4.1 Children's Services Desk

**Secondary Spatial Relationships:** None

##### **Collections:**

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 6,000 (80% of 7,500) children's easy books, folktales and board books on 45" shelving, 3 shelves per section, 44 sections (assumes 15 volumes per linear foot)

**Acoustics:** Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area should be designed to contain noise spillage as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** This collection will increase over time, possibly requiring additional shelving.

#### 4.4 Children's Easy Books, continued

**Fenestration:** Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant. Use slanted shelves at lowest shelf heights.

**Lighting:** Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

**Security:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted power outlets for use by library staff.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

**Visual Supervision:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

4.4 Children's Easy Books, continued

**Components:**

	Quantity		SF/Item	SF Needed
seating @ 4-pl tables, round for toddlers	8	seats	22	176
seating, lounge chairs	2	seats	35	70
shelving, 45" for easy books	44.4	sections	10.3	458
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				704

**4.5      Storytelling and Programming Space** 286 sq. ft.

This space complements the easy book collection. It is intended to provide space for children’s staff to present storytelling and similar programs to groups of up to 25 young children and their parents and caregivers. The storytelling space needs to be adjacent to the easy book collection and to the family space, open and accessible whenever programming is not occurring. The area should be designed and laid out to minimize noise spillage into the rest of the Children’s Services Area.

Lighting in the space should include down lights that can be adjusted for lighting level and direction over the performance space. A permanent sunken storytelling space is not desirable. All areas should be carpeted and video and cable drops are required.

The entry to the space should allow parents to check on their children without disrupting the program. Some parents will bring strollers with them into the area, so parking for this equipment has been included.

- Occupancy:** Up to 25 during programs
- Adjacencies:**
- 1.2 Meeting Room
  - 4.3 Family Space/Parents Collection
  - 4.4 Children’s Easy Books
  - 4.6 Children’s Programming Storage

**Sight lines from:** 4.1 Children’s Services Desk

**Secondary Spatial Relationships:** None

**Collections:** None

**Acoustics:** This programming space will generate noise before, during and following programming events. The space should be designed to minimize noise spillage outside the Children’s Services Area. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** Utilize a minimum of permanent furniture and fixtures in this area to allow maximum flexibility within the space. Avoid the use of risers to allow the maximum amount of clear, flat floor space within the area.

**Fenestration:** Minimize exterior windows in this area to reduce visual distractions.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

#### 4.5 Storytelling and Programming Space, continued

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Place performer's space away from windows or other sources of light that would create silhouettes or shading that decrease the ability of limited-vision individuals from seeing the performer.

**Lighting:** Provide 30 – 40 foot-candles average, measured horizontally at 30" above floor surface, with dimmable lighting controls to support programming activity. Provide accent downlighting, operable by library staff, for use during programming.

**Security:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 10' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted communication and power outlets or recessed, flush floor-mounted outlets, for use by library staff in programming. A mobile AV cart will sometimes be used in this area to present video programs.

Wiring to accommodate a mobile TV/video playback unit  
(stored in Children's Programming Storage)  
Cable TV drop for cable television  
Voice/data drop

**Visual Supervision:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

#### Components:

	Quantity		SF/Item	SF Needed
floor seating	25	seats	10	250
stroller parking	6	strollers	6	36
Total				286

#### 4.6 Children's Programming Storage

87 sq. ft.

This space, an enclosed, lockable storage room, is needed adjacent to the Storytelling and Programming Space to house programming supplies and props. Shelving for storytelling books used in programs, puppets, audiovisual equipment and other items will be found here, as well as storage space for a mobile audiovisual cart for a TV/video/DVD monitor/player.

**Occupancy:** None

**Adjacencies:** 4.5 Storytelling and Programming Space

**Secondary Spatial Relationships:** None

**Collections:** Storytelling Program Collection on two 84" high sections

**Acoustics:** None

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** Orient the entrance to, and dimensions of, the storage space to provide optimum clearance in and out of the room.

**Fenestration:** N/A

**Finishes:** Provide hard floor covering rather than carpet in this area. Use corner guards to protect walls. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide 30 – 40 foot-candles average, measured at 40" above floor. Consider motion-activated lighting controls in this space.

**Security:** Staff will control access to this space. Doors must be lockable.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted power outlets for use by library staff.

**Visual Supervision:** N/A

4.6 Children's Programming Storage, continued

**Components:**

	Quantity		SF/Item	SF Needed
deep shelves for programming props, puppets	4	sections	15	60
shelving, 84" for programming collection	2	sections	10.3	21
mobile AV cart with a TV/video/DVD monitor/player	1	cart	6	6
Total				87

#### 4.7 Computers for Children

216 sq. ft.

This space will contain six sit-down computer workstations and printers for children and their families to use. This equipment needs to be highly visible within the Children's Services Area and adjacent to, or easily monitored from, the Children's Services Desk, oriented so that staff can quickly identify those who need help. The equipment also needs to be arranged to avoid screen glare. Often, two or more people, either children or children and adults, will sit facing a monitor, so generous space is required at each workstation.

**Occupancy:** 1 - 12

**Adjacencies:** 4.1 Children's Services Desk

**Secondary Spatial Relationships:** Locate centrally within Children's Services Area.

**Collections:** None

**Acoustics:** Machine noise from the computer workstations in this space will penetrate to adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Clustered computer equipment will generate heat build-up in the area. Ensure that the space is zoned to mitigate for this condition.

**Flexibility/Expandability:** The number of computer workstations in this area may increase over time. Design the area with expandability in mind.

**Fenestration:** Avoid glare on computer monitors from exterior windows or interior lighting.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

One computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired persons, with print enlargement capability, voice recognition software, and other disability mitigation features.



#### 4.7 Computers for Children, continued

**Lighting:** Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

**Security:** Orient computer workstations toward circulation paths surrounding the space to deter inappropriate use and undetected abuse or vandalism.

Visibility into all areas of Children's Services from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables.

The technology equipment planned for this area includes: Public access computer workstations (sit-down), each including CPU vertically mounted beneath work surface, monitor, keyboard, mouse, printer, and wire management.

**Visual Supervision:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

#### Components:

	Quantity		SF/Item	SF Needed
Computers, sit-down workstations	6	wkstns	36	216
Printers	6	prtrs	0	0
Total				216

#### 4.8 Children's Circulating Books

1,002 sq. ft.

This space will contain seating and shelving for the children's circulating book collections. Several collections will be housed here: fiction, genre, nonfiction, biographies, and holiday books. Paperback books will be shelved on display spinners built into standard shelving units in this area.

Each of these collections requires its own identity to allow children to easily find the types of books they need. All shelving will be 66" high for child-friendly access. Seating at three 4-place tables for reading and study by elementary and middle school-age children will be located adjacent to the shelving.

**Occupancy:** 6 - 20

**Seating:** Three 4-place tables

**Adjacencies:** 4.9 Children's Audiovisual Media Collection  
4.12 Homework Center

**Sight lines to:** 4.1 Children's Services Desk

**Secondary Spatial Relationships:** None

**Collections:** Children's circulating books, including fiction, genre, nonfiction, biographies, and holiday books will be shelved in this space. Paperback books will be shelved on display spinners built into standard shelving units in this area.

Each of these collections requires its own identity to allow children to easily find the types of books they need. All shelving will be 66" high for child-friendly access.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 650 (65% of 1,000) volumes of children's genre books on 66" shelving, 5 shelves per section, 4 sections (assumes 10 volumes per linear foot)
- 2,250 (75% of 3,000) volumes of children's fiction on 66" shelving, 5 shelves per section, 15 sections (assumes 10 volumes per linear foot)
- 6,076 (67% of 9,069) volumes of children's nonfiction, biography and holiday books on 66" shelving, 5 shelves per section, 41 sections (assumes 10 volumes per linear foot)
- 2,400 (60% of 4,000) volumes of children's paperbacks on 66" built-in spinners, 6 tiers per spinner, 8 sections (assumes 16 volumes per linear foot)

**Acoustics:** Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

#### 4.8 Children's Circulating Books, continued

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** This collection may increase over time, possibly requiring additional shelving.

**Fenestration:** Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest shelf to the extent possible.

**Lighting:** Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

**Security:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

#### 4.8 Children's Circulating Books, continued

If task lighting is used at reader tables, ensure that flush floor-mounted communication and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat.

This space should be within the facility's wireless network connectivity zone.

**Visual Supervision:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

#### Components:

	Quantity		SF/Item	SF Needed
seating @ 4-pl tables	12	seats	25	300
shelving, 66" for J fiction	15	sections	10.3	155
shelving, 66" for J genre	4.3	sections	10.3	45
shelving, 66" for J nonfiction, biographies, holidays	40.5	sections	10.3	416
shelving, 66" spinners for J pbks	8.3	sections	10.3	86
Total				1,002

#### 4.9 Children's Audiovisual Media Collection

113 sq. ft.

This area will be a major magnet for children and their families. It will offer videos, DVDs, music compact discs, audiobooks, CDs and MP3, audiovisual kits and other media collections for children in 66" high audiovisual display and browsing bin shelves. This will be a high-use, busy space with strollers and family groups with small children browsing through the shelves. It will be important to provide wide aisles between the shelving and clear visibility from the Children's Services Desk.

**Occupancy:** 6 - 16

**Adjacencies:** 4.8 Children's Circulating Books  
4.12 Homework Center

**Sight lines from:** 4.1 Children's Services Desk

**Secondary Spatial Relationships:** None

**Collections:** This collection will offer videos, DVDs, music compact discs, audiobooks, CDs, audiovisual kits and other media collections for children in 66" high audiovisual display and browsing bin shelves.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 300 (50% of 600) children's videos on 66" canted "universal" shelving, 5 shelves per section, 3 sections (assumes 7 videos per linear foot)
- 130 (65% of 200) children's music CDs on 66" AV browsing shelving, 3 shelves per section, 1 section (assumes 20 CDs per linear foot)
- 113 (75% of 150) children's audiobooks and books on CD on 66" canted "universal" shelving, 5 shelves per section, 1 section (assumes 8 units per linear foot)
- 132 (66% of 200) children's DVDs on 66" AV browsing shelving, 3 shelves per section, 1 section (assumes 20 DVDs per linear foot)
- 200 (50% of 400) children's AV kits in hang-up bags on 66" shelving with rods, 2 rods per section, 6 sections (assumes 6 titles per linear foot)
- 33 (33% of 100) children's new AV format on 66" AV browsing shelving, 3 shelves per section, 0.2 section (assumes 20 titles per linear foot)

**Acoustics:** This area will attract parents and children and will sometimes be a center for noise. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** This collection may increase over time, possibly requiring additional shelving.

#### 4.9 Children's Audiovisual Media Collection, continued

**Fenestration:** Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest shelf to the extent possible.

**Lighting:** Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

**Security:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

This space should be within the facility's wireless network connectivity zone.

**Visual Supervision:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

4.9 Children's Audiovisual Media Collection, continued

**Components:**

	Quantity		SF/Item	SF Needed
Shelving, 66" with 6" deep for J videos	2.9	sections	10.3	29
shelving, 66" AV browser bins for J music compact discs	0.7	section	10.3	7
shelving, 66" for J audiobooks and books on compact disc	0.9	section	10.3	10
Shelving, 66" AV browser bins for DVDs	0.7	section	10.3	8
shelving, 66" w hang-up rods for cassette and book bags	5.6	sections	10.3	57
shelving, 66" AV browsing for new and other AV formats	0.2	section	10.3	2
Total				113

#### **4.10 Children's Spanish/International Languages Collection**

181 sq. ft.

This space will be a focal point of service to Spanish-speaking children and their families, and to others whose native language is not English. It will offer books, magazines and audiovisual materials for children in Spanish and other languages. A pair of comfortable chairs will be located in the area for adults and children who wish to read together.

It needs to be visually distinct and clearly recognizable to ensure easy access by new library visitors.

**Occupancy:** 2 - 8

**Seating:** Two lounge chairs

**Sight line from:** 4.1 Children's Services Desk

**Secondary Spatial Relationships:** None

**Collections:** This collection will offer books, magazines and audiovisual materials for children in Spanish and other languages.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 650 (65% of 1,000) volumes of children's Spanish/International Languages books on 66" shelving, 5 shelves per section, 3 sections (assumes 15 volumes per linear foot)
- 800 (80% of 1,000) volumes of children's Spanish/International Languages easy books on 45" shelving, 3 shelves per section, 6 sections (assumes 15 volumes per linear foot)
- 134 (67% of 200) titles of children's Spanish/International Languages recreational AV material on 66" AV browsing shelving, 3 shelves per section, 1 section (assumes 20 titles per linear foot)
- 32 (67% of 48) titles of children's language learning AV material on 66" AV browsing shelving, 3 shelves per section, 0.2 section (assumes 20 titles per linear foot)
- 12 (100% of 12) titles of children's Spanish/International Languages magazines on 66" slanted display shelving, 4 shelves per section, 1 section (assumes 1 title per linear foot)

**Acoustics:** Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** This collection may increase over time, possibly requiring additional shelving.



#### 4.10 Children's Spanish/International Languages Collection, continued

**Fenestration:** Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Use slanted shelves at lowest shelf heights. Avoid use of lowest shelf to the extent possible.

**Lighting:** Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

**Security:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Electrical and data drops at each seat for laptop access. This space should be within the facility's wireless network connectivity zone.

**Visual Supervision:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

4.10 Children's Spanish/International Languages Collection, continued

**Components:**

	Quantity		SF/Item	SF Needed
seating, lounge chairs	2	seats	35	70
Shelving, 66" for J languages books	2.9	sections	10.3	30
Shelving, 45" for J languages easy books	5.9	sections	10.3	61
Shelving, 66" slanted for J languages magazines	1	section	10.3	10
shelving, 66" AV browser bins for J languages AV media	0.7	section	10.3	8
shelving, 66" AV browser bins for J language learning	0.2	section	10.3	2
Total				181

#### 4.11 Family Restroom (1)

IN GSF

One single-occupancy restroom is needed for use by parents and their children, with a clear line of site from the Children's Services Desk.

**Sight lines from:** 2.2 Customer Service Desk  
4.1 Children's Services Desk

**Secondary Spatial Relationships:** None

**Collections:** None

**Acoustics:** Ensure effective acoustic separation of the restroom from other occupied areas of the building, especially programming spaces.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Provide ventilation sufficient to ensure physical comfort and protect health, with a minimum 12 air exchanges each hour. Provide exhaust fans specific to the space.

**Flexibility/Expandability:** N/A

**Fenestration:** None

**Finishes:** Floor and wall coverings should be a hard surface, i.e., ceramic tile, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib. materials and finishes throughout each restroom are a prime consideration. Stall partitions should be made of solid phenolic materials.

**Disabled Access:** Restrooms must be ADA compliant; toilet seat tops at 17" to 19" above finished floor; and all fixtures and accessories specified and installed in accordance with accessibility regulations.

**Lighting:** Ensure adequate lighting level at sinks and mirrors.

**Security:** Visibility from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. Provide required graphic signage as well as textual signs for this restroom, at heights, dimensions and with other parameters required by code.

**Technology/Audiovisual/Power/Data:** Public address system needs to be clearly audible within the restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

**Visual Supervision:** Visibility from the Children's Services Desk is needed.

See also *Section II, General Design Considerations: Plumbing and restrooms* for specifications of restrooms.

#### 4.12 Homework Center

597 sq. ft.

The library will provide dedicated space and equipment in which students can work on school assignments in the afternoon and during the weekend. Both individual studying and small group collaborative work will be conducted in this area, under the direction of the Children's Librarian who will supervise Homework Helpers and volunteers recruited through the County Library and the Centinela Valley Union High School District. The Homework Center is part of the joint use cooperative project between the County and the School District.

The center will include three 4-place reader/study tables, six computer workstations with printers at each workstation, four sections of shelving for textbooks and curriculum support materials and two lockable 2-door storage cabinets.

Close proximity to the children's circulating book collection will be important since many school assignments will involve use of that collection.

The space needs to have some acoustical separation from the remainder of the Children's Services Area to allow students to concentrate on their work.

**Occupancy:** 6 - 20

**Seating:** Three 4-place tables

**Adjacencies:** 4.8 Children's Circulating Books  
4.9 Children's Audiovisual Media Collection

**Sight lines from:** 4.1 Children's Services Desk

**Secondary Spatial Relationships:** None

**Collections:**

The shelving here needs to accommodate:

- Four 66" sections of shelving for curriculum support materials and textbooks.

**Acoustics:** Machine noise from the computer workstations in this space will overflow into adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Clustered computer equipment will generate heat build-up in the area. Ensure that the space is zoned to mitigate for this condition.

**Flexibility/Expandability:** The number of students who participate in the center will fluctuate. Design the space to accommodate the ebb and flow of incoming students.

**Fenestration:** Avoid glare on computer monitors from exterior windows or interior lighting.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

#### 4.12 Homework Center, continued

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

One computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired persons, with print enlargement capability, voice recognition software, and other disability mitigation features.

**Lighting:** Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

**Security:** Orient computer workstations toward circulation paths surrounding the space to deter inappropriate use and undetected abuse or vandalism.

Visibility into all areas of Children's Services from the Children's Services Desk is needed.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

**Technology/Audiovisual/Power/Data:** Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. Electrical and data drops at each study seat for laptop access

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

The technology equipment planned for this area includes: public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse, and printers; telephone handset; and a wireless LAN (WLAN) dual band access point (10/100 Mbps).

**Visual Supervision:** Visibility into all areas of Children's Services from the Children's Services Desk is needed.

4.12 Homework Center, continued

**Components:**

	Quantity		SF/Item	SF Needed
seating @ 4-place tables	12	seats	25	300
computers, sit-down	6	wkstns	36	216
printers	6	printers	0	0
shelving, 66" for curriculum materials and textbooks	4	sections	10.3	41
storage cabinets, 2-door	2	cabinets	20	40
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				597

## 5.1 Community Library Manager's Office

120 sq. ft.

This space is the office of the Community Library Manager. It will function both as a work space and as a semi-public space for meetings and conferences with library visitors. It should be located adjacent to the Customer Service Desk and be directly and easily accessible from the library's public space. The office needs a desk with a return, an ergonomic chair, a guest chair, a lateral file, a small conference table with two chairs, and two sections of full-height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

**Occupancy:** 1 – 4

**Adjacencies:** 2.2 Customer Service Desk  
Main path of travel

### Secondary Spatial Relationships:

1.1 Public Entrance/Lobby  
5.2 Staff Work Area

**Collections:** None

**Acoustics:** Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** N/A

**Fenestration:** Use interior glazing to allow staff to monitor the Customer Service Desk and the Information Desk, with window shades on the staff side for privacy.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

**Security:** Staff will control access to this space. Door must be lockable.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility.

5.1 Community Library Manager's Office, continued

**Technology/Audiovisual/Power/Data:** Provide standard communication and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should be within the facility's wireless network connectivity zone.

Technology equipment in this space will include the following:  
PC workstation, including CPU, monitor, keyboard, printer and mouse  
Telephone handset

**Visual Supervision:** N/A

**Components:**

	Quantity		SF/Item	SF Needed
desk, task chair and 1 guest chair	1	each	50	50
computer, printer, telephone	1	each	0	0
small conference table	1	table	35	35
chairs at conference table	2	chairs	0	0
shelving, 84"	2	sections	10	20
lateral file	1	file	15	15
Total				120



## 5.2 Staff Work Area

874 sq. ft.

Library staff will spend most of their time working in the library's public space, helping customers use the library, conducting programs or training sessions, and managing the collections and equipment. This space will be the work area in which staff can perform tasks that cannot effectively be performed in the public space. Examples include collection development activities or processing and mending materials. Attention to traffic patterns for both people and book trucks will be crucial to the success of this work space. Good task lighting at each workstation as well as appropriate ambient lighting levels will also be important here.

The space needs to accommodate four 8' x 8' and six 6' x 6' modular office workstations. Full-time staff will each be assigned a workstation and part-time staff will share workstations. The space will also contain a worktable that volunteers and staff can both use. Check-in and sorting of materials returned from circulation will take place at the Customer Service Desk. Deliveries will be dropped off and picked up in the Delivery Vestibule.

Additional furniture and equipment needed in this space includes:

- A fax machine (located on the work counter).
- Eight sections of wall-mounted 90" high shelving for holding new materials, damaged items and other circulation problems.
- A work counter with cabinets above and below.
- Two lateral files.
- A bulletin board and a white board, both wall-mounted.
- Book truck parking space within each modular workstation (most trucks will be housed at the Customer Service Desk).

Data/voice drops will be required at each staff workstation. See also *Section II, General Design Considerations: Staff workstations and offices* for office workstation dimensions and specifications.

This will be a high traffic area with continual movement of book trucks and other materials between this space and other parts of the library. The entrances to this space need to be extra wide. Install corner guards as appropriate. The Staff Work Area should be shielded from public view at the Customer Service Desk.

There needs to be access into the space from the Customer Service Desk and from the open public area, so that staff may move back and forth quickly and conveniently between their work space, the service desk, and the public area.

## 5.2 Staff Work Area, continued

**Occupancy:** 2 - 10

**Adjacencies:**

2.2	Customer Service Desk
5.3	Supplies and Equipment Storage
5.5	Delivery Vestibule
5.6	Staff Room
5.7	Staff Restrooms

**Secondary Spatial Relationships:**

5.1 Community Library Manager's Office

**Collections:** None

**Acoustics:** Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** While this space is not intended to expand, it should be kept as open and flexible as possible to allow for addition of staff workstations in the future.

**Fenestration:** Provide windows to the exterior in this space, if the design will allow, to support comfortable, attractive staff working conditions. Use interior glazing to allow staff to monitor the Customer Service Desk, with window shades on the staff side for privacy.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide 50 foot-candles average, on desks and worktable, measured horizontally at desktop.

**Security:** The Staff Work Area will be separated from the public area by a solid core, lockable door equipped with a door closer and hold-back device.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility.

## 5.2 Staff Work Area, continued

**Technology/Audiovisual/Power/Data:** Provide standard communication and power outlets at each staff workstation along the work counter, 6" to 9" above the work surface.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

Technology equipment in this space will include, but not be limited to, the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse

Telephone handset at each staff modular office workstation

Fax machine

Barcode reader at each staff modular office workstation

Wireless LAN (WLAN) dual band access point (10/100 Mbps)

**Visual Supervision:** Sight lines to and from the Customer Service Desk are needed.

### Components:

	Quantity		SF/Item	SF Needed
workstations, 8' x 8' + 25% circ space	4	wkstn	80	320
guest chairs	4	seats	25	100
workstations, 6' x 6' + 25% circ space	6	wkstns	45	270
work table w 6 chairs ea, for volunteers and staff	1	table	40	40
book truck parking	8	trucks	8	64
shelving, 90"	8	sections	10	80
bulletin board, white board, both wall-mounted	2	boards	0	0
wall safe	1	safe	0	0
key control box, wall-mounted	1	box	0	0
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				874

### 5.3 Supplies and Equipment Storage

150 sq. ft.

This lockable storage area, adjacent to the Staff Work Area, will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, mending and cleaning supplies, computer and copy machine supplies, and other items needed to maintain operations. The supplies will be stored on full-height shelving or stacked in boxes on the floor.

There will also be lockable storage space in the Meeting Room for meeting supplies, a storage room for children's programming supplies, and separate custodial and building maintenance supply areas.

**Occupancy:** 0 - 2

**Adjacencies:** 5.2 Staff Work Area

**Secondary Spatial Relationships:** None

**Collections:** None

**Acoustics:** N/A

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** No expansion space required.

**Fenestration:** N/A

**Finishes:** Provide hard surface floor covering in this area. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face.

**Security:** Staff will control access to this space. Doors must be lockable.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted power outlets for use by library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

5.3 Supplies and Equipment Storage, continued

**Visual Supervision:** N/A

**Components:**

	Quantity		SF/Item	SF Needed
shelving, 84"	8	sections	10	80
shelving, industrial, 80"	2	sections	10	20
clear floor space for box storage				50
Total				150

#### 5.4 Main Communications Room

125 sq. ft.

This space will provide a secure area for computer and telecommunications equipment housed in the library, centrally located within the building for efficiency in running wire and cable, and approximately 125 square feet in size. The room will house the telephone system intrusion alarm panel, fire alarm panel, if provided, public address system amplifier, CATV/satellite distribution system equipment, patch panels, computer network equipment file servers, and uninterruptible power source (UPS).

The area should be near the Delivery Vestibule for convenient access by staff and vendors.

Refer to the County Library's *Low Voltage Specification* for equipment and room design criteria.

#### Secondary Spatial Relationships: 5.5 Delivery Vestibule

**Collections:** None

**Acoustics:** Acoustically isolate the equipment and systems located in this space from nearby spaces.

**Environmental Conditions:** Refer to the County Library's *Low Voltage Specification* for the environment condition requirements for this space.

**Flexibility/Expandability:** This space must be as flexible as possible, with generous expandability for additional patch panels and new equipment.

**Fenestration:** N/A

**Finishes:** Provide anti-static vinyl flooring. Minimal wall finish with acoustical ceiling tile.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide 50 foot-candles average. Ensure that light levels are even throughout the space. Use light fixtures that minimize energy usage and avoid heating build-up.

**Security:** Staff will control access to this space. Doors must be lockable. Provide a preaction fire sprinkler system to protect the Main Communications Room.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility.

#### 5.4 Main Communications Room, continued

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted power outlets for use by library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Equipment located here will include the following:

Telephone system and patch panels  
Intrusion alarm system control panel  
Fire alarm control panel  
Public address system control panel and amplifier  
CATV/satellite distribution system equipment  
Computer network equipment file servers  
Uninterruptible power source (UPS)  
Telephone handset

**Visual Supervision:** N/A

## 5.5 Delivery Vestibule

46 sq. ft.

This space will serve as an entrance for staff and custodial and delivery personnel. It needs to be secure and adjacent to the Staff Work Area.

The County Library delivery vehicle will make regular stops at the library to drop off incoming shipments of materials and supplies and to pick up outgoing shipments bound for other libraries. This space will need counter space, with lockable storage cabinets above and below, and clear floor space for stacks of incoming and outgoing delivery boxes.

The space needs an extra wide door and an overhang at the entrance to protect the area during inclement weather. It must be able to be locked off from the rest of the building during closed hours to preclude access to the library.

**Occupancy:** 1 – 3

**Adjacencies:**

5.2	Staff Work Area
5.8	Custodial Room and Supplies
5.9	Building Maintenance Supplies

**Secondary Spatial Relationships:** 5.4 Main Communications Room

**Collections:** None

**Acoustics:** Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** This space is not expected to require expansion over time. Generous space for delivery drop-off and pick-up is required to accommodate increased circulation and interlibrary borrowing.

**Fenestration:** Install a small window in the delivery entrance door to give staff visual access to the exterior and to facilitate efficient entry and exiting.

**Finishes:** Provide hard surface floor covering in this area. Use high quality, standard color paint from a major manufacturer. Locate corner guards at key wall partitions and door openings.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.



## 5.5 Delivery Vestibule, continued

**Lighting:** Provide 50 foot-candles average. Provide exterior lighting that illumines entrance threshold and its vicinity. Library deliveries may be scheduled for off-hours. Effective, safe lighting between the delivery vehicle parking and delivery entrance is crucial.

**Security:** Install low-voltage arrival signal and intercom at exterior delivery entrance, controlled at the Customer Service Desk and within the Staff Work Area. See also Lighting, above.

A building intrusion security alarm system is required, with control points at the delivery and staff entrance, the Customer Service Desk, and the Meeting Room. The intrusion system needs to monitor all exterior windows and doors and the interior spaces. The County Library has specified Radionics™ intrusion alarms for its facilities. The system must comply with the County Library's *Low Voltage Specification* and will report to the County's Central Alarm Station. Emergency exit doors from the public areas of the building must be equipped with Von Duprin™ or Detex™ exit alarms.

Access to this space will be controlled by staff. Doors must be lockable.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. Provide required permanent signage.

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted power outlets for use by library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Equipment located here will include:

Telephone handset  
Intrusion System Arming Station

**Visual Supervision:** N/A

### Components:

	Quantity		SF/Item	SF Needed
delivery box stacking space (16 box maximum)	4	stacks	4	16
clear floor space for packing/unpacking shipments	1	area	30	30
Total				46

## 5.6 Staff Room

410 sq. ft.

This area is intended as a rest area for library staff and a space in which staff can prepare and eat their meals and take their coffee breaks. The space needs both individual and table seating, with a quiet ambience and sufficient space for several individuals to enjoy the space without disturbing each other. It should be adjacent to the Staff Work Area and the Staff Restrooms. A telephone for staff use will be installed within this space. Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the library to prevent cooking smells and noise from being dispersed through other parts of the facility.

Fourteen staff lockers are needed in this area, stacked two high, for part-time staff and for volunteers, as well as a coat closet or coat rack.

A wall-mounted TV monitor and video/DVD player are required.

**Occupancy:** 0 - 8

**Adjacencies:** 5.2 Staff Work Area  
5.7 Staff Restrooms

**Secondary Spatial Relationships:** None

**Collections:** None

**Acoustics:** Ensure that noise and conversation in this space do not intrude into the building's public spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** This space is not expected to change function or require additional space over time.

**Fenestration:** Provide a window to the exterior to promote comfortable conditions for staff using the break room.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in portions of this area. Kitchen area should be hard surface flooring.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

**Lighting:** Provide 50 foot-candles average, on table, measured horizontally at table top.

5.6 Staff Room, continued

**Security:** N/A

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility.

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted power outlets for use by library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Equipment located here will include:

Telephone handset  
Combination TV/video/DVD playback unit, wall-mounted

**Visual Supervision:** N/A

**Components:**

	Quantity		SF/Item	SF Needed
seating @ 1 8-pl table	8	seats	25	200
seating @ small sofa	2	seats	22	44
lounge chairs	2	seats	25	50
kitchen w/ microwave oven, range with oven, sink and counter 6'L and cabinets, full ht refrigerator	1	each	60	60
lockers, half-height @ 5 sf ea stack	14	lockers	2.5	35
coat closet or coat rack @ 4' long	1	closet	16	16
bulletin board	2	bull bds	0	0
recycling containers	1	container	2.8	3
waste containers	1	container	2.8	3
Total				410

## 5.7 Staff Restrooms (2)

IN GSF

Two single-occupancy staff restrooms are needed, adjacent to the Staff Room and the Staff Work Area. Restrooms should not open directly into the Staff Room.

The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall coverings should be ceramic tile. Sloping floor and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to catch soap leaks and avoid water drips on the floor. Install automatic hand dryers as well as towel dispensers, a parcel/purse shelf, coat hook and bench for changing clothes in each restroom.

**Adjacencies:** 5.2 Staff Work Area  
5.6 Staff Room

**Secondary Spatial Relationships:** None

**Collections:** None

**Acoustics:** Ensure effective acoustic separation of the restrooms from other occupied areas of the building, including the Staff Work Area. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** N/A

**Fenestration:** N/A

**Finishes:** Floor and wall coverings should be a hard surface, i.e., ceramic tile, with the floor coved to a height of five feet. Restrooms must each have a sloping floor drain and one hose bib.

**Disabled Access:** Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Restrooms must be ADA compliant; toilet seat tops at 17" to 19" above finished floor; and all fixtures and accessories specified and installed in accordance with accessibility regulations.

**Lighting:** Ensure adequate lighting level at sinks and mirrors.

**Security:** Provide privacy wall at entrance to ensure privacy for those inside restroom.

## 5.7 Staff Restrooms, continued

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility

Provide required graphic signage as well as textual signs for each restroom, at heights, dimensions, and with other parameters required by code.

**Technology/Audiovisual/Power/Data:** Public address system needs to be clearly audible within the restrooms. Provide standard, wall-mounted power outlets for use by maintenance personnel.

**Visual Supervision:** N/A

See also *Section II, General Design Considerations: Plumbing and restrooms* for specifications of restrooms.

## 5.8 Custodial Room and Supplies

60 sq. ft.

The library needs a custodial supply closet that can accommodate up to two weeks of supplies for the building, with a separate, lockable space within it for storage of chemicals and potentially hazardous materials (at whatever size meets local ordinances).

The space must accommodate a mop sink, storage cabinets, cleaning equipment racks, parking space for a mobile trash receptacle and mobile mop bucket.

Provide roof access through the Custodial Room, including space for a collapsible ship's ladder.

**Adjacencies:** 5.5 Delivery Vestibule

**Collections:** None

**Acoustics:** N/A

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** N/A

**Fenestration:** N/A

**Finishes:** Hard surface flooring is needed in this space. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** N/A

**Lighting:** Provide 30 – 40 foot-candles average, measured at 30" above floor surface. Consider motion sensitive lighting controls in this space.

**Security:** Staff will control access to this space. Doors must be lockable.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. Provide required permanent signage.

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted power outlets for use by library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

**Visual Supervision:** N/A

## 5.9 Building Maintenance Supplies

IN GSF

This space is required for storage of building maintenance supplies, including lighting fixtures and ballasts, floor tiles, ceiling tiles and other items needed to efficiently maintain the building. Four sections of industrial shelving, 48" w x 24" d x 80" h, along one wall are needed as well as clear floor space for box storage.

This area should be near the Delivery Vestibule.

**Adjacency:** 5.5 Delivery Vestibule

**Collections:** None

**Acoustics:** N/A

**Environmental Conditions:** Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

**Flexibility/Expandability:** N/A

**Fenestration:** N/A

**Finishes:** Hard surface flooring is needed in this space. Use high quality, standard color paint from a major manufacturer.

**Disabled Access:** N/A

**Lighting:** Provide 30 – 40 foot-candles average, measured at 30" above floor surface. Consider motion sensitive lighting controls in this space.

**Security:** Staff will control access to this space. Doors must be lockable.

**Signage:** Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. Provide required permanent signage.

**Technology/Audiovisual/Power/Data:** Provide standard, wall-mounted power outlets for use by library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

**Visual Supervision:** N/A

Section VI  
Preliminary Capital Outlay Project Budget

Construction and Site Work		\$ 6.72 M
Construction	\$ 5.548 M (\$319.60/SF)	
Site Work	\$ 1.171 M (\$67.47/SF)	
Soft Costs		\$ 1.56 M
Total	(\$387.07/SF)	\$ 8.28 M



## APPENDIX A. Lawndale Library Collection Growth Plan

	Adult	Young Adult	Children	Total
<b>Total Book &amp; Media Collection:</b>				86,250
<b>Circulating AV Media</b>				8,625
<b>Books</b>				77,625
Books	47,545	2,911	27,169	77,625
A61.25%/YA3.75%/J35%				
AV Media	6,469	259	1,898	8,625
A75%/YA3%/J22%				
Total	54,014	3,170	29,066	86,250
<b>Books</b>	Adult	Young Adult	Children	Total
Reference	1,000	0	100	1,100
New/Bestsellers/Popular Display	2,000	0	500	2,500
Genre (M,SF,W,R)	3,000	0	1,000	4,000
Fiction	6,500	1,000	3,000	10,500
Nonfiction	15,753	1,143	9,069	25,965
Career Prep	432	0	0	432
Spanish/Intl Languages F & NF @ 20% bks	9,500	0	1,000	10,500
Large Print F & NF	1,000	0	0	1,000
Easy Bks/Folktales/Board Bks	0	0	7,500	7,500
Spanish/Intl Lang Easy Books	0	0	1,000	1,000
Paperbacks	8,000	768	4,000	12,768
Parents - Eng & Span	360		0	360
Total Books	47,545	2,911	27,169	77,625
<b>Audiovisual Media</b>				
Video	1,569	0	600	2,169
Music CDs	500	259	200	959
Books on Tape & on CD	500	0	150	650
Cassette & Book Bags	0	0	400	400
DVDs	1,500	0	200	1,700
New Formats/Other formats	1,000	0	100	1,100
Spanish/ Intl Language AV (recreational)	1,000	0	200	1,200
Language learning	400	0	48	448
Total AV	6,469	259	1,898	8,625
<b>Total Books &amp; AV Media:</b>	54,014	3,170	29,066	86,250

# APPENDIX B. Lawndale Library Collections and Shelving Needs

All shelves = 3 ft long, except retail display @ 4 ft									
Each section = single-sided, calculated @ 10.3 SF, retail display shelving @ 25 SF per S/S section									
	Items Owned	% on Shelf	Items Shld	Shelf Type	Items/LF	LF Needed	S/S sections Needed	SF Needed	
<b>Reference Collection:</b>									
3.2	Ready reference @ information desk		240	45 7/3 sh	7	34	3.6	39.2	
3.3	Reference stacks		760	90 7/6sh w pull-out consult shelf	7	109	6.0	62.1	
	Adult Reference Subtotal:		1,000			143	9.8	101.4	
4.1	Children's reference books		100	66 7/4sh	7	14	1.2	12.3	
<b>Circulating Books</b>									
<b>Adult Books</b>									
3.1	New/Bestsellers/Popular display		2,000	1,000 66 7/5sh - unit 4' x 3"	6.5	154	7.7	192.3	
3.5	Genre - Mystery/SciFi/Westerns)		3,000	2,100 90 7/6sh	8	263	14.6	150.2	
3.5	Fiction		6,500	4,550 90 7/6sh	8	589	31.6	325.5	
3.6	Nonfiction		15,753	11,815 90 7/6sh (83%) and 7 sh (87%)	8	1,477	74.2	764.2	
3.12	Career Preparation		432	289 90 7/6sh	8	36	2.0	20.7	
3.10	Spanish/International Languages F&NF		9,500	6,175 90 7/6sh	10	618	34.3	353.3	
3.5	Large Print F & NF		1,000	750 90 7/6sh	8	94	6.3	64.4	
3.5	Paperbacks		8,000	5,200 66 7/4 in spinners w 6 tiers*	16	325	18.1	186.0	
4.3	Parents' Collection		360	270 66 7/5sh	8	34	2.3	23.2	
	Adult Circulating Books Subtotal:		46,545			3,589	190.9	2,079.7	
	Total Adult Books		47,545			3,711	200.9	2,161.1	
<b>Young Adult Books</b>									
3.11	Young Adult Paperbacks		768	384 66 7/4 in spinners w 6 tiers*	16	24	1.3	13.7	
3.11	Young Adult Hdbk Fiction		1,000	670 66 7/5sh	10	67	4.5	45.0	
3.11	Young Adult Hdbk Nonfiction		1,143	768 66 7/5sh	10	77	5.1	52.6	
	Total Young Adult Books		2,911	1,820		168	10.9	112.3	
<b>Children's Books:</b>									
4.2	New & Popular Books		500	250 66 7/5sh - unit 4' x 3"	6.5	36	1.9	48.1	
4.8	Genre - Mystery/SciFi		1,000	650 66 7/5sh	10	65	4.3	44.6	
4.8	Fiction		3,000	2,250 66 7/5sh	10	225	15.0	154.5	
4.8	Nonfiction, Biography, Holidays		9,069	6,076 66 7/5sh	10	608	40.5	417.2	
4.10	Spanish/Int'l Languages Children's Books		1,000	650 66 7/5sh	15	43	2.9	29.8	
4.4	Children's Easy Bks/Folktales/Board Bks		7,500	6,000 45 7/3sh	15	400	44.4	457.8	
4.10	Spanish/International Languages Easy Books		1,000	800 45 7/3sh	15	53	5.9	61.0	
4.8	Paperbacks		4,000	2,400 66 7/4 in spinners w 6 tiers*	16	150	8.3	85.8	
	Total Children's Books - Circulating & Ref		27,169	19,176		1,597	124.5	1,311.1	
	Total Book Collection:		77,525	54,145		5,476	336.2	3,604.5	

# APPENDIX B. Lawndale Library Collections and Shelving Needs

All shelves = 3 ft long, except retail display @ 4 ft		Each section = single-sided, calculated @ 10.3 SF; retail display shelving @ 25 SF per S/S section							
		Items Owned	% on Shelf	Items Shipped	Shelf Type	Items Left	LF Needed	S/S Sections Needed	SF Needed
<b>Audiovisual Media</b>									
<b>Adult Media:</b>									
3.9	Video	1,459	50%	735	66"AV browse w 4 sh	7	105	7.0	72.1
3.9	Music compact discs	500	65%	325	66"AV browse w 4 sh	20	16	1.4	13.9
3.9	Audiobooks and Books on CD	500	65%	325	66"AV browse w 4 sh	7	46	3.1	31.9
3.9	DVDs	1,400	50%	700	66"AV browse w 4 sh	20	35	2.9	30.0
3.9	New Format	1,000	33%	330	66"AV browse w 4 sh	20	17	1.4	14.2
3.10	Spanish/International Language AV	900	50%	450	66"AV browse w 4 sh	20	23	1.9	19.3
3.10	Language Learning	400	65%	260	66"AV browse w 4 sh	7	37	2.5	25.5
	<b>Total Adult Media:</b>	6,188		3,125			279	20.1	208.9
<b>Young Adult Media</b>									
3.11	Music compact discs	259	50%	130	66"AV browse w 4 sh	20	8	0.5	5.6
3.12	Audio & video career prep/educational materials	300	50%	150	66"AV browse w 4 sh	7	21	1.4	14.7
	<b>Total Young Adult Media:</b>	559		280			28	2.0	20.3
<b>Children's Media:</b>									
4.9	Video	600	90%	300	66"AV browse w 3 sh	7	43	2.9	29.4
4.9	Music compact discs	200	65%	130	66"AV browse w 3 sh	20	7	0.7	7.4
4.9	Audiobooks and books on CD	150	75%	113	66"AV browse w 3 sh	6	14	0.9	9.7
4.9	DVDs	200	65%	132	66"AV browse w 3 sh	20	7	0.7	7.8
4.9	Cassette and Book Bags	400	50%	200	66"AV w 2 hanging rods/sect	6	33	5.6	57.2
4.9	New and Other AV Formats	100	33%	33	66"AV browse w 3 sh	20	2	0.2	1.9
4.10	Spanish/Intl Language AV (recreational)	200	67%	134	66"AV browse w 3 sh	20	7	0.7	7.7
4.10	Language Learning	48	67%	32	66"AV browse w 3 sh	20	2	0.2	1.9
	<b>Total Children's Media:</b>	1,898		1,074			113	11.9	122.7
	<b>Total Media Collection:</b>	8,625		4,478			420	34.0	349.9
	<b>Total Books &amp; Media:</b>	86,250		58,523			5,896	370	3,964

Item	Items Owned	% on Shelf	Items Shld	Shelf Type	Items/LF	LF Needed	S/S Section Needed	SF Needed
<b>Magazines &amp; Neps Displayed</b>								
3.8 Adult English Lang Magazine Display	72 titles	100%	72	72 72" 5sh slanted	1	72	4.8	49.4
3.10 Adult Spanish/ Intl Languages Newspapers	10 titles	100%	10	72" 5sh, plexi insert	0.87	15	1.0	10.2
4.10 Children's Spanish/Intl Languages Magazines	12 titles	100%	12	66" 4sh slanted	1	12	1.0	10.3
3.8 Adult English Lang Newspapers	10 titles	100%	10	72" 5sh, plexi inserts	0.87	15	1.0	10.2
4.2 Children's English Lang Magazines	24 titles	100%	24	66" 4sh slanted	1	24	2.0	20.6
3.8 Adult English Lang Magazine Backfiles	50 pambos	100%	50	72" 5sh	2.5	20	1.1	11.4
3.11 Young Adult Magazines	12 titles	100%	12	66" 4sh slanted	1	12	1.0	10.3
3.12 Career Center	3-12	100%	12	66" 4sh slanted	1	12	1.0	10.3
4.3 Parents' Magazines	12 titles	100%	12	66" 4sh slanted	1	12	1.0	10.3
3.10 Adult Spanish/Intl Languages Magazines	18 titles	100%	18	72" 4sh slanted	1	18	1.5	15.5
Total Mag & Neg Display	170 titles		170			212	15.4	158.6
Total Linear and Square Ft Needed:						6,107	385.6	4,113.0

\* paperbacks are on spinners built in to standard shelving sections, each section holds 2 spinners with 288 volume capacity  
 \* new & popular books are displayed on DS or SS retail-style units, 4' long x 3' deep - furniture not standard shelving

# APPENDIX C. Lawndale Library General Reader Seating

Space	Seating Type	# Tables	# Seats	SF/Chair	SF Needed
<b>Reader Seating:</b>					
<b>For Adults</b>					
3.1	New & Popular Books Browsing		0	2	35
3.5	Adult Fiction & Genre Books		2	8	25
3.5	Adult Fiction & Genre Books		0	2	35
3.6	Adult Nonfiction Books		2	8	25
3.6	Adult Nonfiction Books		0	2	35
3.7	Quiet Area		8	8	30
3.8	Community Living Room/Magazines & Newspapers		0	6	35
3.8	Community Living Room/Magazines & Newspapers		1	4	25
3.10	Adult Spanish/Intl Languages Collection		0	1	35
3.10	Adult Spanish/Intl Languages Collection		1	4	25
Adult Seating subtotal:					1295
<b>For Young Adults</b>					
3.11	Young Adult Area		2	8	22
3.11	Young Adult Area		0	2	35
3.12	Career Center		2	8	25
3.12	Career Center		0	2	35
Young Adult Seating subtotal:					516
<b>For Children</b>					
4.3	Family Space/Parents Collection		0	2	35
4.3	Family Space/Parents Collection		1	4	22
4.8	Children's Circulating Books		3	12	25
4.10	Children's Spanish/Intl Languages Collection		0	2	35
4.4	Children's Easy Books		2	8	22
4.4	Children's Easy Books		0	2	35
Children's Seating subtotal:					774
Reader Seating subtotal:					2585

# APPENDIX D. Lawndale Library Public Computer Needs

		Equipment Type	Units	SF/Seat	SF Needed
General Access Computers					
3.4	Computers for Adults	sitdown computer wkstn	8	36	288
3.5	Adult Fiction and Genre Books	stand-up computer wkstn	2	16	32
3.6	Adult Nonfiction Books	stand-up computer wkstn	2	16	32
4.7	Computers for Children	sitdown computer wkstn	6	36	216
			18		568
Training and Tutoring Computers					
3.12	Career Center	sitdown computer wkstn	4	36	144
3.16	Technology Training Room	sitdown computer wkstn	10	36	360
4.12	Homework Center	sitdown computer wkstn	6	36	216
			20		576
Other Public Equipment:					
2.1	Self Checkout & Reserves	express checkout station	3	35	105
3.11	Young Adult Area	multimedia listening/viewing stn	2	32	64
3.15	Copier Area	copy machine	1	35	35
			6		204
Printers - located @ each workstation					
3.4	Computers for Adults	printer	8	0	0
3.5	Adult Fiction and Genre Books	printer	2	0	0
3.6	Adult Nonfiction Books	printer	2	0	0
3.12	Career Center	printer	4	0	0
3.16	Technology Training Room	printer	10	0	0
4.12	Homework Center	printer	6	0	0
4.7	Computers for Children	printer	6	0	0
			38		0

This list is preliminary. It will be revised and expanded over the course of both the design and construction phases of the project. Items with multiple parts, e.g., seating (includes tables and chairs), have been assigned to one component only; other components are shown with 0 square feet.				
Components	Quantity	Item	Sq Ft/Item	Total Sq Ft
announcement board for Friends' activities, 4'w x 3'h	1	board	0.0	0
assistive listening headsets and storage unit	tbd	unit	0.0	0
AV cart, mobile	2	cart	6.0	12
AV equipment racks, stationary	1	racks	10.0	10
barcode readers	tbd	units	0.0	0
book trucks	30	trucks	8.0	240
bulletin boards	8	boards	0.0	0
carrels, 1-place	8	carrels	0.0	0
cash register	1	machine	0.0	0
chair for storyteller	1	seat	0.0	0
chair, guest, private office	5	seat	0.0	0
chair, guest, for staff workstations	4	seat	0.0	0
chair, task, for technology trainer	1	seat	0.0	0
chair, task, private office	2	seat	0.0	0
chair, task, service desk	7	seat	0.0	0
chairs, task, for staff work stations	10	seats	0.0	0
chairs, task, for work table	6	seats	0.0	0
clock, wall-mounted	tbd			0
coat rack, 4' long	1	rack	16.0	16
coffee maker, 30-cup	1	unit	0.0	0
computer stand for stand-up computers	4	stands	0.0	0
computers @ service desks	7	computers	0.0	0
computers @ staff work stations/offices	11	computers	0.0	0
computers, public, sit-down	34	wkstns	36.0	1,224
computers, public, stand-up	4	wkstns	16.0	64
copy machine	1	machine	35.0	35
delivery boxes (stacked 4 high - each stack = 4 sf)	16	boxes	1.0	16
desk, staff, private office	2	desk	50.0	100
display case, freestanding, for collectibles. Dolls, etc.	1	case	25.0	25
display cases, wall-mounted, glass enclosed	2	cases	12.0	24
display for library handouts, blt into desk	1	unit	6.0	6
display unit, wall-mounted, 6'L x 5'H x 1.5'D	1	unit	15.0	15
dollies for folding tables	4	dollies	0.0	0
dollies for stacking chairs	15	dollies	0.0	0
self checkout workstations	3	workstns	35.0	105
fax machine	1	unit	0.0	0
floor mats	tbd	mats	0.0	0
key control box, wall-mounted	1	box	0.0	0
kitchen counter with shelves above and below	2	cabinets	0.0	0
lamps, reading, on occasional tables	2	lamps	0.0	0
lateral file	4		15.0	60
lockers, half-height	14	lockers	2.5	35
mail sorter	1	unit	0.0	0
material return bins, for exterior return drops	4	bins	10.0	40
material return bins, for interior return drops	4	bins	10.0	40
microwave oven	2	ovens	0.0	0
multimedia listening/viewing station	2	units	32.0	64
picture hanging system, meeting room	1	system	0.0	0
podium, speaker	1	podium	9.0	9

printers @ public computers	38	prtr	0.0	0
printers @ service desks	7	prtr	0.0	0
printers @ staff workstations/offices	7	prtr	0.0	0
range with oven	2	units	0.0	0
recycling containers	6	units	6.0	36
refrigerator, full-size	2	units	0.0	0
rug, game, for storytelling area	1	rug	0.0	0
seating @ 10-pl conference table	10	seats	25.0	250
seating @ 1-pl carrels	8	seats	30.0	240
seating @ 4-pl tables	56	seats	25.0	1,400
seating @ 4-pl tables, round for toddlers	12	seats	22.0	264
seating @ 4-place table, round	8	seats	22.0	176
seating @ 6-pl conference table	6	seats	25.0	150
seating @ computer tables	32	seats	0.0	0
seating @ multimedia listening/viewing station	2	seats	0.0	0
seating @ small sofa	2	seats	22.0	44
seating, lounge chairs	23	seats	35.0	805
seating, stacking chairs	75	seats	15.0	1,125
service desk, 1-person	1	positions	50.0	50
service desk, 2-person	2	positions	50.0	100
service desk, 3-person	3	positions	50.0	150
service desk, technology instructor	1	desk	40.0	40
shelving, 45", for easy bks	44	sections	10.3	458
shelving, 45", for languages easy books	6	sections	10.3	61
shelving, 45", for ready reference books	4	sections	10.3	39
shelving, 66" AV browser bins for DVDs	4	sections	10.3	41
shelving, 66" AV browser bins for J language learning	0	sections	10.3	2
shelving, 66" AV browser bins for J languages AV media	1	sections	10.3	8
shelving, 66" AV browser bins for J music compact discs	1	sections	10.3	7
shelving, 66" AV browser bins for music compact discs	1	sections	10.3	14
shelving, 66" AV browser for new & other AV formats	2	sections	10.3	16
shelving, 66" AV browser, AV	2	sections	10.3	21
shelving, 66" built-in spinners for J pbks	8	sections	10.3	86
shelving, 66" for curriculum materials & textbooks	4	sections	10.3	41
shelving, 66" for J books on tape & books on compact disc	1	sections	10.3	10
shelving, 66" for J fiction	15	sections	10.3	155
shelving, 66" for J genre	4	sections	10.3	45
shelving, 66" for J languages bks	3	sections	10.3	30
shelving, 66" for J nonfiction, biographies, holidays	41	sections	10.3	417
shelving, 66" for J reference books	1	sections	10.3	12
shelving, 66" for language learning	2	sections	10.3	26
shelving, 66" for parents bks	2	sections	10.3	23
shelving, 66" for snags and damaged items	3	sections	10.3	31
shelving, 66" for YA fiction	4	sections	10.3	46
shelving, 66" for YA nonfiction	5	sections	10.3	51
shelving, 66" on built-in spinners for pbks	18	sections	10.3	186
shelving, 66" retail display for Friends' books on sale	2	gondolas	50.0	100
shelving, 66" retail display for J new & popular bks	2	sections	25.0	48
shelving, 66" slanted for J languages magazines	1	sections	10.3	10
shelving, 66" slanted for magazine display	3	sections	10.3	31
shelving, 66" slanted for parents mags	1	sections	10.3	10
shelving, 66" w hangup rds for cassette & book bags	6	sections	10.3	57
shelving, 66" with 6" deep sh for J videos	3	sections	10.3	29
shelving, 66", built-in spinners for YA pbks	1	sections	10.3	14
shelving, 66", for audiobooks and books on CD	3	sections	10.3	32



shelving, 66", for videos	7	sections	10.3	77
shelving, 66", retail display for new & popular books	8	sections	25.0	192
shelving, 72" for magazine bkfiles	1	sections	10.3	11
shelving, 72" for programming props and puppets	4	sections	15.0	60
shelving, 72" slanted for magazine display	7	sections	10.3	72
shelving, 72" w plexi inserts for nsp display & bkfiles	2	sections	10.3	21
shelving, 72", for reserves	4	sections	10.3	41
shelving, 90" for adult reference books	6	sections	10.3	62
shelving, 90" for books, unspecified	56	sections	10.3	577
shelving, 90" for career prep books & AV	2	sections	10.3	21
shelving, 90" for programming collection	2	sections	10.3	21
shelving, 90" for staff work area	8	sections	10.0	80
shelving, 90" sh for fiction	32	sections	10.3	325
shelving, 90" sh for genre	15	sections	10.3	150
shelving, 90" sh for large print - 5 shelves/section	6	sections	10.3	64
shelving, 90" sh for nonfiction	74	sections	10.3	766
shelving, AV browsing, YA music compact discs	1	sections	10.3	6
shelving, industrial, 80"	2	sections	10.0	20
sink, kitchen, with garbage disposal	2	units	0.0	0
stools for consultation, on public side of service desk	2	stools	6.0	12
storage cabinet w work counter & small eqpt	1	cabinet	16.0	16
storage cabinets, 2-door	2	cabinets	20.0	40
supply cabinet, 2-door	1	cabinet	20.0	20
table, 10-place, conference	1	table	0.0	0
table, 4-place, round	2	tables	0.0	0
table, 6-place, conference	1	table	0.0	0
table, 4-place, conference, round	1	tables	100.0	100
tables, 4-place	14	tables	0.0	0
tables, 4-place, round for toddlers	3	tables	0.0	0
tables, computer, sit-down, 48" x 30"	32	tables	0.0	0
tables, folding, lightweight, 6' x 3'	20	tables	0.0	0
tables, occasional	2	tables	0.0	0
telephones, private office	1	unit	0.0	0
telephones, service desk	7	units	0.0	0
telephones, staff work area	8	units	0.0	0
theft security barriers - 1 entry & 1 exit	2	pair	24.0	48
theft system de-sensitizers	tbd	units	0.0	0
theft system re-sensitizers	tbd	units	0.0	0
TV monitor, mobile, on AV cart	1	monitors	0.0	0
TV monitor, wall-mounted	4	monitor	0.0	0
video/DVD player, mobile, on AV cart	1	units	0.0	0
video/DVD player, wall-mounted	4	units	0.0	0
wall-mounted display boards for posters etc.	8	boards	0.0	0
wall safe	1	safe	0.0	0
waste baskets, public area	tbd			0
waste baskets, staff area	tbd			0
waste containers, large size	6	units	6.0	36
white board	6	boards	0.0	0
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	12	units	0.0	0
work counter w sink, cabinets above & below, 8' L	1	counter	32.0	32
work table	1	tables	40.0	40
workstations, office system 6' x 6'	6	wkstns	45.0	270
workstations, office system 8' x 8'	4	wkstns	80.0	320

## APPENDIX F. Square Footage Conversion Factors

Item	Conversion Factor
Shelving, single-sided section, 3' wide	10.3 SF / section
Display shelving, double-sided, retail-type, 4' long x 3' wide	25 SF / item
Volumes per Linear Foot:	
Books, adult, fiction and nonfiction	8 volumes / linear foot
Books, reference	7 volumes / linear foot
Books, new and display	6.5 volumes / linear foot
Books, international languages	10 volumes / linear foot
Books, paperback, on spinnners inset into regular shelving	16 volumes / linear foot
Books, children's, fiction and nonfiction	10 volumes / linear foot
Books, children's easy books	15 volumes / linear foot
Videos	7 volumes / linear foot
DVDs, compact discs in AV browse bins	20 volumes / linear foot
Audiobooks and books on CD	7 volumes / linear foot
Language learning audio material	7 volumes / linear foot
Magazines, current display	1 title / linear foot
Magazines, backfiles, in pamphlet boxes	2.5 boxes / linear foot
Newspapers, current display	1 title / 1.5 linear foot
Seating:	
@ 4-place table	25 SF / seat
@ 1-place carrel	30 SF / seat
Lounge chair	35 SF / seat
@ 4-place round table	22 SF / seat
@ 4-place round toddler table	22 SF / seat
Meeting room seating	13 SF / seat
Storytelling seating	10 SF / seat
Computers and other equipment:	
Public access computer, sit-down	36 SF / workstation
Public access workstation, stand-up	16 SF / workstation
Homework Center workstation	36 SF / workstation
Technology Training workstation	36 SF / workstation
Self check-out workstation	35 SF / workstation
Staff office system workstations, 8' x 8'	80 SF / workstation
Staff office system workstations, 6' x 6'	45 SF / workstation

## APPENDIX G. Sources Consulted and Planning Guides Used

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